



King County

TRANSIT PURCHASING SPECIALIST - NRV

DEPARTMENT OF TRANSPORTATION

TRANSIT DIVISION/VEHICLE MAINTENANCE NON REVENUE FLEET SECTION

Hourly Rate Range: \$17.17 - \$24.53

Job Announcement. 06AB6047

OPEN: 6/5/06 CLOSE: 6/12/06

WHO MAY APPLY: This position is open to employees within King County Transit Division's Vehicle Maintenance section who are career service employees, career service exempt employees, or current probationary employees who attained career service status in a previous position.

WHERE TO APPLY: Required forms and materials must be sent to: **201 S. Jackson Street, MS KSC-TR-0419, Seattle, WA 98104** or hand delivered to the Career and Employment Center at 201 S. Jackson street, Floor 1A. Applications **must be received by 4:00 p.m. on the closing date.** (Postmarks are NOT ACCEPTED.) Contact Adrienne Bunney at (206) 684-1087 or adrienne.bunney@metrokc.gov for further inquiries. **PLEASE NOTE:** Applications not received at the location and by the closing date and time specified above will not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form and data sheet](#), resume, and letter of interest detailing your background and describing how you meet or exceed the requirements, are **required**.

WORK LOCATION: Airport Way South, Seattle, Washington

WORK SCHEDULE: This position will work day shift Monday through Friday at NRV. Employees in this classification work 40 hours per week and are overtime eligible.

PRIMARY JOB FUNCTIONS:

- Order and receive a variety of automotive, heavy equipment, off-road vehicle parts and other equipment, tools and supplies necessary for the operation and maintenance of Non-Revenue Transit vehicles.
- Contact vendors and consult vendor catalogues to compile and assess information regarding needed parts and equipment. Serve as liaison with vendors to ensure swift and proper delivery of goods.
- Perform quality control tasks to ensure accurate billing and inventory system accuracy.
- Maintain an adequate inventory of stock.
- Assist mechanics and other shop employees in identifying and locating needed parts as required.
- Prepare invoices for payment through Oracle and Accounts Payable.
- Purchase a wide variety of automotive parts and other transit equipment, tools and supplies through faxed and telephoned orders. Prepare blanket and special purchase orders.
- Recommend vendors as required by agency purchasing procedures and based on comparisons of price, availability, quality of goods, and vendor history of service, inventories, facilities and other available information.
- Input and extract data using a computerized inventory control system to track and maintain inventory; review computer order lists and modify purchase needs. Participate in general inventory counting when necessary. Maintain computerized and manual stock records, relevant files, prepare material receipts and other documentation as required.

- Prepare appropriate storage space for incoming stock. Load and unload stock and shipments using a variety of warehouse equipment such as forklifts and overhead cranes.
- Work with the NRV Chief and Procurement staff to develop specifications and other components of bid documents. Review bids and advise Procurement staff of pertinent considerations to determine final award or contracts for parts and supplies purchases.
- Perform special projects, as requested by the Supervisor and/or NRV Chief, such as researching cost estimates, order-to-ship times, minimum order points and new product evaluation.
- Perform other related duties as required.

QUALIFICATIONS:

- Two years of experience in purchasing heavy-duty truck and/or equipment parts, parts counter work or a closely related field are required with at least one of the two years as an automotive parts worker.
- Two years of warehousing or record keeping experience, or the completion of a vocational warehousing training program.
- One year of experience with Oracle/IBIS with Buyer status and familiarity with requisitions, purchase orders and receipts in the Oracle/IBIS systems.
- A high school education or GED or completion of a vocational warehousing training program is required.
- Knowledge of vendors and ordering of a variety of automotive and heavy equipment parts and other equipment, tools and supplies.
- Knowledge of receiving, storing and issuing equipment, materials and supplies.
- Effective oral and written communications skills including the ability to read, write and understand English.
- Skill in adapting to changes in workload demand. Ability to perform multiple tasks and prioritize workload.
- Skill in reading and understanding multiple parts manuals.
- Ability to effectively use automated information systems.
- Proficiency in the use of personal computers and software programs such as, Microsoft Word, Microsoft Excel, E-mail and the Internet.
- Ability to plan and organize procurement tasks to meet schedules and time lines.
- Ability to perform tasks that require math and accounting skills.
- Possession of a valid Washington State driver's license and demonstrated ability to drive in a safe and responsible manner.
- Ability to meet the physical and work environment requirements listed below.

DESIRED QUALIFICATIONS:

- Experience in purchasing, familiarity with governmental purchasing regulations and some knowledge of FTA purchasing requirements.

PHYSICAL: The position requires basic levels of physical skill and regular kneeling, bending, squatting, reaching above and below waist, pushing, pulling, lifting and carrying of items weighing up to 50 pounds. The successful candidate must pass a Transit pre-employment physical examination.

WORK ENVIRONMENT: Work is generally performed in an office environment. There is occasional exposure to noise, automotive fumes, grease, and dirt.

UNION MEMBERSHIP: Positions in this classification are represented by Local 587 of the Amalgamated Transit Union.

Class Code # 950270